

ACCOUNTANT I, SUPERVISOR

**REVIEW OF JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Review: April 15 – 17, 2008

Collective Bargaining Identification: S01

Job Analysis Review Conducted By: Cheryl L. Session
Selection Analyst
Office of Selection Services

Number of Incumbents: There are 49 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated April 14, 2008.

Names of the Subject Matter Expert(s) and their background:

JOSEPH ISAACS, ACCOUNTANT I, SUPERVISOR

Joseph currently serves as an Accountant I, Supervisor with the Regional Accounting Office in Sacramento. Joseph has been with the Department for 1½ years.

SHARON LOVE-COLE, SENIOR ACCOUNTING OFFICER, SPECIALIST

Sharon currently serves as a Senior Accounting Officer, Specialist with the Regional Accounting Office in Corcoran. Prior to her current position, Sharon worked as an Accountant I, Supervisor with the Regional Accounting Office in Corcoran. She has been with the Department for 12 years.

TRISHELLE M. WOODFORK, ACCOUNTANT I, SPECIALIST

Trishelle currently serves as an Accounting Officer Specialist with Headquarters' Accounts Payable Unit. Prior to her current position, Trishelle worked as an Accountant I, Specialist. She has been with the Department for 1½ years.

COMMENTS: All Subject Matter Experts participated in the review. All came to an agreement on the Tasks and Knowledge and Skills needed to work at the level of an Accountant I, Supervisor.